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PROPOSED REGULATION ON AGENCY TESTING, ASSESSMENT, AND PSYCHIATRIC PROGRAMS

1. GENERAL

The varied programs of the Agency, coupled with the relatively unusual demands that may be made on Agency officers and employees, require that full consideration be given to every means available to the end that selection of personnel take into account not only the individual's competence in his field of endeavor, but also his aptitudes, leadership ability, social adaptability, reaction to the environment in which he will work, and his emotional stability under the stresses to which he may be subjected. Further, it is necessary that steps be taken to insure against adverse results that may follow assignments which may be made without considering the employee's own particular aptitudes, abilities, and emotional reactions. Psychological testing and assessment, and psychiatric examination offer the probability of improved selection and assignment of personnel. The results of such techniques are as much to the advantage of the employee as to the Agency inasmuch as increased job satisfaction, as well as more material rewards are most likely to follow assignments that provide full use of an employee's abilities and aptitudes under conditions suited to his particular personality.

Accordingly, this Regulation is being issued to establish policies governing the testing and assessment of Agency personnel, the operation of the psychiatric program of the Agency, responsibilities of the organisational elements involved in these programs, and the basic procedures necessary to accomplish their purpose.

2. PROGRAMS

- a. Testing. This program provides a personnel testing and evaluation service at headquarters designed to aid in the selection and utilization of clerical,

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stenographic and junior professional employees; and to provide testing assistance to field recruitment activities.

- b. Assessment. This program provides an assessment service to determine aptitudes, leadership ability, mental ability, social adaptability, suitability for the environment, and other conditions and situations that may exist.
- c. Psychiatric. This program provides for a determination as to the mental health and emotional stability of applicants and employees in the light of the general environment and mission of the Agency; and, with respect to the specific position for which the applicant or employee is being considered, the environment and conditions applicable to that position.

3. SCOPE

- a. The Testing Program. This program is applicable to all clerical, stenographic, and junior professional positions up to and including grade GS-9. It is carried out primarily at Headquarters but for the positions involved, service is rendered to the field through the furnishing of testing assistance.
- b. The Assessment Program. This program applies to all employees both at Headquarters and in the Field.
- c. The Psychiatric Program. This program applies to all employees both at Headquarters and in the Field.

4. RESPONSIBILITIES

- a. Assistant Director for Personnel. It is the responsibility of the Assistant Director for Personnel to carry out the testing program described in Paragraph 2a above and in so doing to conduct tests to measure skills and aptitudes, to evaluate training needs, conduct validation studies of tests used, and to conduct studies on new tests. It is also the responsibility of the Assistant Director for Personnel to take appropriate action on reports of

results of assessments and psychiatric examinations.

- b. Director of Training. It is the responsibility of the Director of Training to carry out the assessment program described in Paragraph 2b above by making assessments of employees involving the use of psychological techniques to evaluate leadership, mental ability, social adaptability, and suitability for job environment; by analysing the results of the tests used in the assessments; and by preparing assessment reports for the guidance of Agency officials.
- c. Chief, Medical Staff. It is the responsibility of the Chief, Medical Staff, to carry out the program described in Paragraph 2c above and in so doing to develop and maintain criteria for standards for screening and selection; determine emotional suitability of applicants and employees; perform detailed diagnosis; provide therapy; provide operating officials with psychiatric information designed to be of assistance in carrying out their missions; conduct research in those aspects of psychiatry barrier to do with selection of personnel and those aspects important in intelligence work.

5. POLICY

- a. All applicants and employees shall be subject to the programs established herein.

b. Testing Program.

Applicant for clerical, stenographic, and junior professional positions (through grade GS-9) shall be tested prior to appointment or, at the discretion of the Assistant Director for Personnel, prior to reassignment to positions subject to the testing program.

c. Assessment Program.

Employees being considered for assignment to sensitive positions shall be assessed prior to assignment to such positions. New employees shall be assessed within six months after entering on duty and present employees

who have not been assessed shall be assessed as rapidly as possible, taking into account the need for giving priority to assessment requests for sensitive positions and new employees.

d. Psychiatric Program.

All applicants or new employees shall, when being examined for compliance with Agency medical standards, be examined to determine suitability from a psychiatric point of view. Employees being transferred overseas shall be examined for the same purpose prior to assignment. Present employees who have not been examined shall be examined as rapidly as possible, but priority must be given to examinations of applicants, new employees, and employees being transferred overseas.

e. Re-examination.

Under the Assessment and Psychiatric Programs employees shall be reassessed or reexamined periodically. Such reassessment or reexaminations will occur at intervals which will be established by the responsible officials taking into account such factors as age, type of assignment, location, exposure to unusual hardship or stress, and other situations and conditions. However, reassessment or reexamination at any time may be directed at the discretion of the Assistant Director for Personnel or the Chief, Medical Staff. Operating officials may, whenever circumstances appear to warrant such action, request reassessment or reexamination.

6. PROCEDURES

- a. The Assistant Director for Personnel will schedule applicants and new employees for testing, assessment, and medical (including psychiatric) examination. He will also schedule the testing of employees being considered for reassignment to clerical, stenographic or junior professional positions. The reports of the results of the testing, assessment, and medical examination will be submitted to the Assistant Director for Personnel for action.

- b. Requests for assessments of employees being considered for assignment to sensitive positions may be made by appropriate operating officials directly to the Director of Training and the reports of the assessments will be returned directly to the requesting officials.
- c. Requests for examinations of employees being considered for transfer overseas may be made by the appropriate operating official through the Assistant Director for Personnel to the Chief, Medical Staff. Reports of such examinations shall be forwarded to the Assistant Director for Personnel for appropriate action.
- d. The Director of Training and the Chief, Medical Staff, will, in collaboration with the Assistant Director for Personnel, prepare a plan subject to the provisions of Paragraph 5, POLICY, for scheduling the assessment and psychiatric examination of present employees who have not been subjected to such assessment or examination. Reports of these assessments and examinations will be forwarded to the Assistant Director for Personnel for appropriate action.
- e. Such detailed procedures as may be required for carrying out the programs established herein will be published in appropriate categories of the Agency Regulations.